

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

#13-09



**TEMPORARY JUDICIAL LAW CLERK TO
UNITED STATES MAGISTRATE JUDGE
STARTING SALARY: JSP 11-JSP 13
\$59,987 - \$85,500
DEPENDENT UPON EXPERIENCE**

The United States District Court for the Northern District of Georgia is recruiting to fill a ***Temporary Judicial Law Clerk*** position for Magistrate Judge Alan Baverman . The position is stationed in the Atlanta division and the temporary assignment is for a period of twelve (12) weeks, approximate starting date of October 15, 2013.

Representative Duties:

Judicial law clerks are responsible for legal research and the preparation of orders, memoranda and draft opinions. A law clerk will work primarily on Title VII employment discrimination, Fair Debt Collection Practices Act, Truth in Lending Act, and Social Security disability cases as well as some criminal cases. This position consists of significant administrative duties for which good organizational skills and a working knowledge of WordPerfect 12 are required.

Qualifications:

Applicants must be from the top 15% of their law school class. Preference will be given to applicants who have prior federal law clerk experience, have passed the Bar and acquired Bar membership, possess excellent research and writing skills, and have experience on the editorial board of a law review or practicing law. The job responsibilities require significant interaction with judges, attorneys, law clerks, and other chambers staff. The ability to communicate effectively, both verbally and in writing, is critical. Excellent interpersonal and organizational skills, including the ability to manage multiple tasks, are essential.

Salary Standards:

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable Judicial Salary Plan (JSP) grade levels. Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

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<u>JSP Grade</u>	<u>Yrs. Of Legal Exp.</u>	<u>Bar Membership</u>
11	0	No
12	1	Yes
13	2	Yes

JSP Grade 11 salary: \$59,987

JSP Grade 12 salary: \$71,901

JSP Grade 13 salary: \$85,500

Application Process:

Applications will be accepted commencing immediately **until the position is filled**. To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available from the Court's website at <http://www.gand.uscourts.gov/employment>); 2) a cover letter addressing qualifications and relevant experience; 3) a chronological resume including education and employment; 4) a writing sample; and 5) undergraduate and law school transcripts. Completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #13-09, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened to identify the best qualified and most suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable. Applicants selected for an interview may be required to provide an additional writing sample at the time of the interview.

The United States District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request. Applicants are subject to a criminal background investigation. This position is subject to EFT (direct deposit of salary earnings).

EQUAL OPPORTUNITY EMPLOYER